Approved For Release 2003/05/05 : CIA-RDP80B01676R000700110033-9

Executive Registry
64-737

28 January 1964

MEMORANDUM FOR: Director of Personnel

VIA : Deputy Director/Support

SUBJECT : Survey of Senior Secretaries

1. I have approved the recommendations in the reference paper, with the proviso that the change in grade downwards not affect present incumbents.

2. I do not believe we have an adequate procedure for an orderly move of competent secretaries into the top jobs. Can't we devise a better system than we have today.

3. I see no need for any further survey. I do feel, however, we should be increasingly conservative in authorizing secretarial positions.

4. I note that this study covers position no. 225 in the text under "Utilization of Secretaries" (para 4.a.); yet on the statistical attachments it shows the same position as "not covered", "not secretarial". This position should not be considered as secretarial and should not have been covered. Also, the incumbent is not assigned to the Executive Director, as is shown on statistical attachments, but to the Office of the Director. This should be corrected in your records.

5. Because of the time lapse between the date this study was completed and the present time, there may be some adjustments necessary due to changes in organization; e.g. the Comptroller's Office.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

LBK:rkg
Orig & 1 - Addressee; 1-ER; 1-ExecDir

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Personnel